

TENDER DOCUMENT
FOR
COMPREHENSIVE ENERGY AUDIT OF ISLAMABAD CLUB



(E-Application Submission through EPADS)

IC/PD/2025/26/TD-14(RE)

(Single Stage – Two Envelope Bidding Procedure)

Issuance Date: December 15, 2025

Bid Submission Deadline: January 1, 2026, 1100 Hrs

Bid Opening: January 1, 2026, 1130 Hrs

TENDER NOTICE

Islamabad Club (IC)

PD/Comprehensive Energy Audit 2025/26 / TD-14(RE)

1. Sealed bids are invited from Government / FBR Registered Firms for the Comprehensive Energy Audit for IC on FOR Basis.
2. Bidding documents containing detailed terms & conditions for submission of bids, method of procurement (Single Stage Two Envelopes), eligibility etc. are available for registered bidders on EPADS. Quotations shall be submitted as per requirement of the tender documents.
3. **Tender Documents** can be downloaded from **IC/EPADS websites** and Bids will be submitted as per requirements mentioned in the tender documents. Bid will be submitted through EPADS and bidders will submit their original **CDR of Rs. 100,000** in the favor of "Islamabad Club".
4. Submit **Rs 5000/-** as Tender fee in favor of Islamabad Club (Faysal Bank, Tendering and Contracts, A/C #) attach bank receipt with technical offer. Offers will not be entertained without payment of processing fee.
5. Details for Submission & Opening of bids for tender are as under:

Description	Submission	Tender Opening	Completion Days
Comprehensive Energy Audit of Islamabad Club, PD/2025/26/TD-14(RE)	January 1, 2026, 1100 Hrs	January 1, 2026, 1130 Hrs	6 weeks

Procurement Department

Email: asad.ijaz@islamabadclub.org.pk

Phone: 051-9046000 Ext. 176/301

DOCUMENTS CHECKLIST

Tender Reference: PD/2025/26/TD-14(RE)

Bid Submission Deadline: January 1, 2026, 1100 Hrs

Bidders must ensure that all the following documents are submitted as per the requirements specified in the tender. Incomplete submissions will be rejected.

CHECKLIST FOR BID SUBMISSION

Sr. No.	DOCUMENT / REQUIREMENT	LOCATION IN PROPOSAL	REMARKS
A. MANDATORY DOCUMENTS (FOR ALL BIDDERS)			
1	Technical Proposal (as per Section 5)	Separate Envelope – Technical	Includes methodology, work plan, team structure
2	Financial Proposal (Lump sum fixed price in PKR)	Separate Envelope – Financial	Detailed cost breakdown required
3	Bid Security – CDR / Bank Guarantee (Rs. 100,000 in favor of Islamabad Club)	Attached with Technical Proposal	Original required to be submitted before of at the tender submission date.
4	Tender Fee Receipt (Rs. 5,000/-)	Attached with Technical Proposal	Faysal Bank – A/C # [given]
5	Undertaking – Not blacklisted by any Govt./Semi-Govt. entity	Attached with Technical Proposal	Signed on judicial stamp paper
6	Company Profile & Experience Record (last 3 years)	Attached with Technical Proposal	With client references
7	Team CVs (Lead Auditor, Engineers, Analyst, Solar Expert, Project Manager)	Attached with Technical Proposal	Relevant certifications (CEM, CMVP, etc.)
8	Complete Bidding Documents, duly signed and stamped as a token of acceptance of all terms and conditions,	Attached with Technical Proposal	Required with technical bid.

	B. ELIGIBILITY DOCUMENTS (AS PER SECTION 6)		
9	For Company: SECP Incorporation Certificate	In Technical Proposal	Valid
10	For Firm/AOP: Form-C from Registrar of Firms	In Technical Proposal	Valid
11	NTN Certificate	In Technical Proposal	Valid & Active
12	Sales Tax Registration (STRN)	In Technical Proposal	Valid & Active
13	Proof of Active Taxpayer List (ATL) Status	In Technical Proposal	Online verifiable
	C. FOR CONSORTIUM/JV ONLY		
14	Consortium/Joint Venture Agreement (on stamp paper)	In Technical Proposal	Signed by all partners
15	Authorization letter appointing Consortium Leader	In Technical Proposal	Signed by all partners
16	SECP/Form-C for each member	In Technical Proposal	Valid
17	NTN & STRN for each member	In Technical Proposal	Valid & Active
	D. ADDITIONAL REQUIREMENTS		
18	Work Plan & Methodology Compliance Statement (ISO 50002, ASHRAE Level 2, NEECA)	In Technical Proposal	Clearly stated
19	Past Project Completion Certificates (Energy Audit & Related Projects)	In Technical Proposal	For scoring under evaluation criteria
20	Executive Summary of Proposal	In Technical Proposal	Optional but recommended
21	Any other supporting documents	As applicable	

SUBMISSION NOTES:

- All documents must be submitted in **two separate sealed envelopes: Technical Proposal** and **Financial Proposal**.
- The original Bid Security (CDR/Bank Guarantee) must be submitted at Islamabad Club on or before the tender submission deadline.

- Tender Fee Receipt must be attached to the **Technical Proposal**.
- Soft copies (PDF) of all documents must also be submitted via **EPADS**.
- Incomplete bids or bids missing any of the above mandatory documents will be **summarily rejected**.

1. Introduction

Islamabad Club is a premier facility committed to operational excellence and sustainability. To achieve significant reductions in energy consumption, utility costs, and environmental impact, the Club intends to engage a qualified Energy Audit Firm to conduct a comprehensive Energy Audit of its entire facility. This Terms of Reference (ToR) defines the scope, objectives, methodology, and deliverables required for this assignment. The selected auditor shall conduct the audit in strict compliance with these ToRs, the agreed timeline, and all relevant national regulations and international standards.

2. Objectives

The primary objectives of the energy audit are:

- i. To establish a detailed energy consumption baseline and analyze historical energy usage patterns for all utilities (electricity, gas, water, diesel, etc.).
- ii. To identify and quantify technical and operational inefficiencies in energy-consuming systems, equipment, and building fabric.
- iii. To recommend practical, cost-effective Energy Conservation Measures (ECMs) with detailed technical and financial analysis.
- iv. To provide a prioritized implementation roadmap for ECMs to reduce energy costs and greenhouse gas emissions.
- v. To assess the technical and economic feasibility of integrating renewable energy sources (primarily solar PV) on-site.

3. Scope of Work

The energy audit shall be a Detailed Energy Audit (equivalent to ASHRAE Level 2) and shall encompass, but not be limited to, the following areas:

i. Pre-Audit Phase:

- a) Review of detailed historical energy data (electricity, gas, water, diesel) for the past 24 months.
- b) Analysis of tariff structures to understand cost drivers.
- c) Development of a detailed audit plan and measurement strategy.

ii. Site Investigation and Data Collection:

The audit shall include a thorough examination of:

- a) Building Envelope: Insulation, windows, doors, and air leakage.

- b) HVAC Systems: Chillers, boilers, air handling units (AHUs), fan coil units (FCUs), pumps, cooling towers, and control strategies.
- c) Lighting Systems: Interior, exterior, and emergency lighting; types of lamps, ballasts, and control systems
- d) Motors and Drives: Pumps, fans, and other motor-driven equipment; assessment of load factors and potential for Variable Speed Drives (VSDs).
- e) Electrical Systems: Power distribution transformers, cables, switchgear, and power factor analysis.
- f) Domestic Hot Water (DHW) Systems: Water heaters, pumps, and distribution pipes.
- g) Other Significant Energy Uses: Kitchen equipment, swimming pool pumps & heaters, etc.
- h) Operational Practices: Operating schedules, set points, maintenance practices, and building management system (BMS) protocols.

iii. Measurement and Monitoring:

The auditor shall use appropriate instrumentation (e.g., power analyzers, data loggers, thermographic cameras, lux meters, ultrasonic flow meters) to measure:

- a) Electrical parameters (power, energy, power factor, harmonics).
- b) Temperatures and pressures across HVAC systems.
- c) Lighting levels.
- d) Equipment run-times and operational schedules.
- e) Efficiency of major equipment (where feasible).

iv. Analysis and Reporting:

- a) Calculate energy performance indicators (EnPIs).
- b) Benchmark facility performance against similar buildings/clubs.
- c) Identify, quantify, and prioritize Energy Conservation Measures (ECMs) with calculations of:
 - Annual Energy Savings (kWh, kW, GJ, etc.)
 - Annual Cost Savings (PKR)
 - Estimated Implementation Cost (PKR)
 - Simple Payback Period (SPP) and Return on Investment (ROI)
- d) Provide a high-level feasibility study for renewable energy (solar PV), including potential system size, generation capacity, space requirements, and preliminary financial metrics.

v. Methodology and Standards

The audit must be conducted in accordance with the following international standards and best practices:

- ISO 50002:2014 - Energy Audits: The primary standard for methodology.
- ASHRAE Procedures for Commercial Building Energy Audits: Level 2 Audit Standard.
- National Energy Efficiency & Conservation Authority (NEECA) Guidelines: Where applicable.
- All relevant local safety and electrical codes.

4. Deliverables

The consultant shall submit the following deliverables in both hard (5 copies) and soft (searchable PDF & MS Excel) copies:

#	Deliverable	Description	Due Date (After Contract Signing)
1	Inception Report	Detailed work plan, audit methodology, team composition, CVs of key personnel, and list of measurement equipment to be used.	7 Days
2	Draft Final Audit Report	Comprehensive report for review by Islamabad Club, incorporating all findings, data analysis, and proposed ECMs.	28 Days
3	Final Energy Audit Report	Revised report incorporating all client comments.	42 Days
4	Executive Presentation	A presentation to the Club's management summarizing key findings, recommendations, and the financial implications.	As scheduled

Contents of Final Report:

- (a) Executive Summary
- (b) Introduction and Methodology
- (c) Facility Description and Operational Overview
- (d) Energy Consumption Analysis & Baseline Establishment
- (e) Detailed System-by-System Analysis with photographs
- (f) List of Prioritized ECMs with Investment-Grade Analysis (Savings, Cost, Payback)
- (g) Renewable Energy Integration Assessment
- (h) Implementation Roadmap and Monitoring & Verification (M&V) Plan
- (i) Appendices: Raw data, measurement results, detailed calculations, equipment specs.

5. Bidder's Proposal Requirements

In response to this RFQ, the bidder's proposal must include:

- i. Technical Proposal: Detailed methodology, work plan, and team structure.
- ii. Team CVs: CVs of the lead energy auditor and key team members, demonstrating relevant experience and certifications (e.g., Certified Energy Manager - CEM, CMVP).
- iii. Company Profile: Company history, similar projects completed in the last 3 years (with client references).
- iv. Certificate of Compliance: A statement confirming compliance with PPRA Rules and these ToRs.
- v. Financial Proposal: A clear and detailed breakdown of all costs (professional fees, equipment, travel, taxes, etc.) quoted as a lump sum fixed price in PKR.

6. Eligibility Criteria

Bidder(s) must comply with the below mentioned clauses to be eligible to participate in the bidding process.

- a. The Bidder can be a Company, a Firm/AOP, or a consortium of multiple parties.
- b. In case of consortium, consortium/Joint Venture agreement among all partners is required. In case of a consortium, where local and foreign partners are involved, only local Firm / Company can be the consortium leader and in case where all partners are local, the partner who shall submit the bid will be identified as the consortium leader and combined experience of all partners shall be considered. The consortium leader shall also enter into all contracts on behalf of consortium and shall otherwise be responsible for consortium performance. The consortium leader shall be responsible for timely delivery of the assignment with precise statistics and quality. The consortium leader shall indemnify IC against all delays in completion of the consultancy including precise stats-based reporting and against any and all monetary aspects related to the assignment which may arise between the consortium leader with any of the consortium partners or its vendors during the execution of the assignment. In case of consortium, the consortium leader shall incur all duties and liabilities and receive instructions for and on behalf of all consortium partners/members and entire execution of the project including receipt of payments from IC which shall be done exclusively by the consortium leader. The payment made by IC to consortium leader shall discharge IC from its obligations and consortium leader will be responsible for payment to any or all of its consortium partners. The consortium leader shall indemnify IC against any claims of its consortium partner/member which arise out of or in connection with obligations under their consortium agreement or otherwise commitments.

- c. The Bidder or Consortium must have a minimum three (03) years of verifiable work experience at national/international level, in Energy Efficiency Audit.
- d. The Bidder or in case of consortium all its local partners must be on Active Taxpayer List (ATL) (online verifiable) as per the Eligible Bidders (Tax Compliance) Regulations, 2015 and should have a valid NTN and Sales Tax registration with FBR. Provided further that the registration with respective Tax Authorities / Boards of the Provinces, where the Bidder has to perform services, is mandatory for sales tax purposes.
- e. The Bidder shall provide an undertaking on an official letter head declaring and undertaking the effect that the Bidder itself and its consortium members (in case of consortium) have not been declared blacklisted by any Government / Semi Government organization.
- f. The Bidder shall provide an undertaking on an official letter head with technical proposal that bid security is attached with financial proposal.
- g. Solution shall be offered in line with provisions outlined in ToR.
- h. Bidder shall submit a single quote as required in the ToR. Multiple quotes will be rejected.
- i. IC shall not entertain incomplete or partial bids.
- j. Bidders or Consortium shall submit Copy of following documents:

<u>In case of Company</u>	<ol style="list-style-type: none"> 1. Incorporation certificate from Security and Exchange Commission of Pakistan (SECP). 2. Valid NTN & STRN
<u>In case of Firm/AOP</u>	<ol style="list-style-type: none"> 1. Form-C issued by registrar of Firms. 2. Valid NTN & STRN
<u>In case of JV / Consortium</u>	<ol style="list-style-type: none"> 1. Incorporation certificate from Security and Exchange Commission of Pakistan (in case of company) or FORM-C (in case of Firm) for each consortium member. 2. Valid NTN and STRN for each consortium member 3. JV / Consortium Agreement on stamp paper

7. Evaluation Criteria

- a. IC will evaluate the proposals on the basis of their compliance with the RFP, ToR, draft Contract and evaluation criteria, and the point system as specified below in Table I.
- b. A proposal shall be rejected during technical evaluation if it does not comply with the RFP and ToR or if it fails to achieve the minimum score as indicated in Table I below:

Table I- Evaluation Criteria

S. No.	Evaluation Criteria	Weight
1.	Specific relevant experience of company/firm/consortium on similar assignments supported by completion certificates.	20
	a. Energy Audit projects (15 marks) (05 marks / project)	
	b. Related projects (05 marks) (01 mark / project)	
2.	Methodology/Work Plan for the assignment	20
	a. Methodology (10 marks)	
	b. Work plan (05 marks)	
	c. Requisite certifications like ISO 50002:2014, ASHRAE Level 2, & NEECA Guidelines (05 marks)	
3.	Proposed Team along with CVs with relevant qualification & experience	20
	a. 1 x Lead Energy Efficiency Auditor (min. 5-years' relevant experience) (07 marks)	
	b. 1 x Graduate Mechanical Engineer or equivalent (HVAC & Pumps) (min. 3-year experience) (03 marks)	
	c. 1 x Graduate Electrical Engineer or equivalent (Power Systems & Motors) (min 3-year experience) (03 marks)	
	d. 1 x Energy Analyst for data analysis, financial modeling & benchmarking (min. 5-years' experience) (03 marks)	
	e. 1 x Solar Expert (02 marks)	
	f. 1 x Project Manager (min. 3-years' experience) (02 marks)	

Total Marks: 60

Minimum Score Required to Qualify: 42

- c. A proposal shall be rejected during technical evaluation if it does not comply with the RFP and ToR or if it fails to achieve the minimum score.

8. Award of Contract

- a. The contract(s) will be awarded to the "Technically Qualified" Bidder with the Lowest Financial bid, if not in conflict with any other law, rules, regulations or policy of the Federal Government shall be awarded the contract, within the original or extended period of bid validity (PPRA Rule 38).
- b. A letter of Intent (LoI) will be issued to the Most Advantageous Bidder who shall submit Letter of Acceptance (LoA) and the Performance Guarantee within time period stipulated.
- c. After submission of the Letter of Acceptance and Performance Guarantee, it is expected that the contract will be signed within five (05) working days. Failure on part of Most Advantageous Bidder to submit Performance Guarantee within stipulated time shall result in IC issuing LoI to the next lowest evaluated bidder.

9. Roles and Responsibilities

Islamabad Club (Client) shall:

- i. Provide all available historical utility data, building plans, and equipment schedules.
- ii. Provide full access to the facility during agreed-upon times.
- iii. Appoint a single point of contact to facilitate the audit team.
- iv. Provide available logistics support (internal transportation); and external transport will be the auditor's responsibility.
- v. Review and provide timely feedback on deliverables.

The Energy Auditor (Consultant) shall:

- i. Deploy a qualified and experienced team with all necessary calibrated measurement equipment.
- ii. Conduct the audit safely and with minimal disruption to Club operations.
- iii. Adhere strictly to the agreed timeline and scope.
- iv. Maintain confidentiality of all Club data.
- v. Deliver all reports and outputs as specified in Section 4.0.

10. Duration

The entire assignment, from the kick-off meeting to the submission of the final report and presentation, shall be completed within six (6) weeks from the date of the issuance of the Letter of Intent (LOI) or contract signing.